

~~SECRET~~

5 JUN 1978

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : 25X1A9a  
Recommendation for Quality Step Increase -  
[REDACTED]

REFERENCE : HR-20-31a(3)(b)

25X1A9a

1. [REDACTED] entered on duty with the Office of Research and Development on 6 September 1966, wherein she was assigned to various office components as needed. In this capacity, the record shows she was unanimously praised by each and every division chief for whom she worked. Subsequently in June 1967, she was assigned as secretary to the Budget and Fiscal Office where she has been performing in an outstanding manner.

25X1A9a

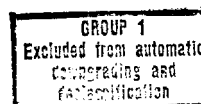
2. [REDACTED] ability as a secretary, and her total work performance as a whole, is exceptionally strong and of a high degree of effectiveness. She performs with unusual proficiency and in a manner that substantially exceeds the normal requirements of her assignment. She has a pleasant disposition, is very industrious and very eager to assist others. She has always placed devotion to duty above personal plans, very frequently working extra hours without requesting compensation and has, at various times, cancelled previously approved leave on her own initiative in order to assist in the many crash deadlines of this office. It should also be noted that during this period [REDACTED] was assigned as secretary to the Deputy Director, ORD for 2 1/2 months while his secretary was serving TDY overseas. At the expiration of this interim assignment, [REDACTED] received a written commendation from the Deputy Director for her outstanding performance.

25X1A9a

25X1A9a

~~SECRET~~

EYES ONLY



~~SECRET~~  
EYES ONLY

SUBJECT: Recommendation for Quality Step Increase -  
25X1A9a [REDACTED]

3. It is therefore recommended that [REDACTED] be granted  
a quality step increase in recognition of this outstanding per-  
formance.

SIGNED

Robert M. Chapman  
Director of Research and Development  
DD/S&T

CONCUR:

Deputy Director for Science and Technology

Date

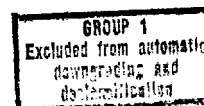
The recommendation contained in paragraph 1 is approved.

Director of Personnel

-2-

~~SECRET~~

EYES ONLY



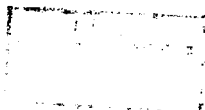
Distribution:

- Original & 1 - Addressee
- 1 - D/ORD
- 1 - DD/S&T
- 1 - Special Panel/ORD
- 1 - PO/ORD

B&F/ORD/DD/S&T [REDACTED] dpc 2637 (16 May 1968

25X1A9a

CLERK



~~SECRET~~  
KIND COPY